

Position Description

Program Leader: eLearning



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Position Overview

The Program Leader: eLearning is responsible for the leadership of the eLearning program of the College and has responsibility for co-ordinating and administering the College's eLearning programs including, but not limited to: CANVAS, Turnitin, Education Perfect, Atomi, Learning Analytics, OneNote, TEAMS.

The Program Leader: eLearning is responsible for providing professional development and support to colleagues in the use of the College's eLearning platforms. This includes the sharing of evidence-based practice, providing feedback for growth using coaching methodology and assisting with training staff and students in the use of the various eLearning programs.

This role also includes a responsibility to support the strategic intent of Loreto College Coorparoo.

Contract Term

The appointment shall be for an initial four years. A further four-year appointment will be made subject to a continued designation of the position and a satisfactory performance review at the conclusion of the previous four years.

Remuneration

The position attracts a Tier 2 in addition to the substantive rate.

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Key Relationships

Position	Program Leader: eLearning
Responsible to	Principal
Reports to	Deputy Principal Curriculum
Works with	Director of Academics Curriculum Leaders Pastoral Leaders TSS staff
Leads	Teachers
Updated	July 2022

Key Expectations

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Promotion of the Mary Ward ethos and a commitment to the mission of the College as a Catholic School in the Loreto tradition
- Support of the College's vision
- Support of the College's strategic plan and a willingness to operationalise this plan
- Active involvement in the College's Professional Learning Program
- A commitment to ongoing learning
- Demonstration of high standards of personal presentation
- Professional communication with staff, families, and other stakeholders
- Adherence to policies, procedures, and practices
- Active participation in the induction of new staff
- Maintenance of confidentiality and integrity in all work-related matters
- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes
- Demonstrated knowledge of information communication technology as appropriate
- Compliance with and understanding of the College's Student Protection Policy & Processes
- Registration with the Queensland College of Teachers.

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Key Responsibilities

The Program Leader: eLearning is responsible for:

- Leading the eLearning program within the College
- Application of contemporary learning and teaching research to classroom practice through professional development of teachers in the use of eLearning programs and platforms
- Supervising teachers engaged in the eLearning program throughout the school
- Induction of new teachers within the program (or supervision of induction where it is undertaken by another experienced teacher)
- Pastoral care of staff engaged in the designated areas of responsibility
- Other appropriate duties as required by the Principal.

Key Attributes

The Program Leader: eLearning will demonstrate the following:

- A clear vision of and support for the College's mission and its underlying values and ethos
- Leadership capacity - a broad vision that extends beyond subject boundaries, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
- Leadership capacity - a clear and purposeful vision for the capacity of eLearning technologies to deepen student engagement and strengthen student learning outcomes
- Empathy with colleagues and young people and an ability to relate positively with them in the context of the eLearning program and eLearning projects within the school
- Success as a classroom teacher
- An appropriate level of professional qualification both formal and informal and/or relevant experience
- Professional activity through membership of professional associations and on-going professional development appropriate to the role.

Typical Duties

Including, but not limited to:

- Coordinating the work of staff engaged in delivering the eLearning program in the light of the values and ethos of the school
- Monitoring program outcomes for staff and students and addressing areas of concern through appropriate interventions
- Providing advice on online assessment, marking and feedback mechanisms and leading the implementation of these processes and practices across the College

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- Providing advice as required on 'systems and platforms of best fit' to ensure optimum resourcing, teacher effectiveness and student learning
- Keeping abreast of emerging research and best practice in relation to eLearning platforms and systems
- Investigating, facilitating and anticipating emerging technologies that enable or enhance learning experiences including but not limited to; podcasting, filming, screen-casting, virtual reality, artificial intelligence, automated diagnostic assessments
- Regularly communicating with stakeholders (students, parents, school staff and other personnel) to ensure the smooth operation of the program
- Organising program activities including resources, operations, staff, etc
- Keeping abreast of best practice in the program area through on-going professional reading and research and providing for the professional learning of staff in line with these developments
- Engaging in professional discourse with staff engaged in the program on an individual and group basis through regular feedback
- Supervising the quality of staff practice through collegial support, advice, observation and facilitation of reflective response to issues
- Contributing to the leadership of the school through active participation in staff meetings, and regular presentations at middle leadership and curriculum area meetings
- Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds.

Selection Criteria

Commitment to the Catholic mission and Mary Ward ethos of Loreto College Coorparoo

Understand the mission and values of the College and model this in practice

Commitment to the vision and strategic goals of Loreto College Coorparoo

Understand the vision to be the leading school in the education and empowerment of young women

Know students and how they learn

Lead colleagues to select, develop, and evaluate teaching strategies and programs to ensure they meet the needs of a diverse range of students

Plan for and implement effective learning and teaching

Demonstrate exemplary practice and lead colleagues in planning, implementing and reviewing a range of teaching and learning strategies, resources (including ICT) and curriculum programs

Create and maintain supportive and safe learning environments

Demonstrate and lead colleagues in the development and review of inclusive, engaging and effective strategies that promote student responsibility for learning

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Engage in professional learning

Plan, initiate, and lead professional learning opportunities that address the professional learning needs of colleagues and are focused on improved student learning outcomes

Engage professionally with colleagues, parents/carers in the community

Model exemplary ethical and professional behaviour and judgement in supporting colleagues, engaging with parents/carers, and taking leadership roles in professional networks.

Leadership and Management

- Foster positive working relationships through coaching and collaboration with colleagues in their roles and supporting them to achieve professional excellence
- Model innovation, curiosity, enthusiasm, and application of eLearning platforms in interactions with staff and students
- Work collaboratively with the Deputy Principals and Directors to provide direction in relation to professional learning for staff
- Develop, resource, and deliver practical and effective professional development to enable staff proficiency in eLearning programs and platforms, in line with the College's strategic and operational priorities – with a continued emphasis on the implementation of the College's LMS (i.e. CANVAS)
- Develop online 'how to' resources to support staff and student proficiency in eLearning programs and platforms, in line with the College's strategic and operational priorities
- Develop the capacity of key staff in the area of digital filming, to enhance staff accessibility to 'teaching segments' and flipped learning
- Work collaboratively with the TSS staff members
- Participate in relevant committees.

Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

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The Program Leader: eLearning is responsible for the management of risk and compliance within their program, including the oversight of risk assessments.

Work, Health and Safety

Actively participate in the promotion of a safe and Healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

Code of Conduct and Dress Code

Comply with all Loreto College Code of Conduct and dress code standards. It is expected that a professional standard of presentation will be maintained at all times.

Qualifications, Skills & Experience

Job Specific

Relevant professional expertise, including:

- Tertiary level graduate qualification in Education (essential) and post-graduate (desirable)
- Meet all compliance requirements as an educator in Queensland.

Management and Leadership

Management and leadership experience including:

- Ability to lead, manage and develop cohesive staff teams
- Vision and success in the development and management of operational aspects of a high school
- Strong sense of self-awareness and the ability to use it to lead by example.

Communication and Interpersonal Skills

Excellent communication and interpersonal skills, including:

- Proven track record of working collaboratively within a team
- Excellent oral and written communication skills
- Ability to model optimism and a growth mindset
- Driven by a genuine service ethos and able to inspire the same in others
- Supportive of Loreto College's heritage and willingness to be part of the total life of the School.